

**Agreement Reimbursement Tracking  
Standing Operating Procedure**

**1. References:**

a. United States Army Pacific (USARPAC) Regulation 5-1, Defense Regional Interservice Support, dated 8 June 2001.

b. United States Army Alaska (USARAK) Pamphlet 25-50, Information Management Correspondence/Administrative Guide, dated 1 December 2000.

c. Army Regulation (AR) 25-50, Preparing and Managing Correspondence, dated 5 April 2001.

**2. Purpose :** To develop a system to track reimbursements for Interservice Support Agreements (ISAs) and Memorandum of Agreements (MOAs) to help ensure the United States Army Alaska (USARAK) is reimbursed for services provided in support of other activities.

**3. Scope:** The tracking of all reimbursements for active ISAs and MOAs, where USARAK provides support to other activities.

**4. Applicability:** This Standing Operating Procedure (SOP) applies to all personnel within USARAK, responsible for handling reimbursements and responsible for working with support agreements (Budget Analysts, ISA Coordinators, and Support Agreement Analysts).

**5. Responsibilities:**

a. Budget Analysts:

(1) Include the ISA or MOA number into the body of the document prior to accepting and/or processing Military Interdepartmental Purchase Requests [(MIPRs) see Enclosures 1 and 2]. For a MIPR acceptance that has multiple services, break the cost out by service and APC (see Enclosure 2). Complete the billing document and send a copy to the DRM Program Budget Division (PBD) Budget Analyst responsible for tracking reimbursements.

(2) Include the ISA/MOA agreement number into the Account Processing Code (APC) description for reimbursements based upon ISAs and MOAs. The APC is a locally developed four-position alphanumeric code that abbreviates the accounting classification, and relates to the Army Management Structure (AMS) code and to other codes used in processing financial transactions. The first position identifies the Program Director and the second position identifies the post; Budget Analysts assign the remaining two positions. To include the information needed to tie a reimbursement to an ISA or MOA, the APC description should include **ISA###** or **MOA###** into the description. An example of an APC description for an APC that belongs to the Directorate of Public Works (DPW) follows:

**APCFABD:    ISA306 Refuse Collection - Navy**

APVR-RRM

SUBJECT: Agreement Reimbursement Tracking Standing Operating Procedure

The description given in the example associates the APC with an ISA between USARAK and the Naval Sea Systems Command for a warehouse storage and base support agreement. Including this information into an APC description enables the PBD Budget Analyst to run a query using the APC description, and track a reimbursement associated with an agreement (see Enclosure 3)

(3) Use the DRIS Office website to determine which ISA/MOA is tied to a reimbursement based upon an agreement. The website address is: <https://drm.ak.pac.army.mil/dris/dris/index.htm>. The website is continuously updated as agreements are created, revised, or terminated. The DRIS Office pays particular attention to this during the DRIS Quarterly Inspections (January, April, July and October). You will find agreements organized by series, such as 100 for Army to Army, -200 for Army to Air Force, 300 for Army to Navy, etc. Memorandums of Understanding (MOU) and MOAs are consolidated.

b. Directorate/Activity ISA Coordinators: Ensure when an agreement is staffed, that budget personnel include the appropriate information as outlined above.


c. DRIS Office Support Agreement Analysts: Ensure once an APC is given that is associated with an agreement that it corresponds to the correct agreement.

6. Direct questions and recommendations regarding this SOP to the Directorate of Resource Management.

FOR THE COMMANDER

6 Encls

1. DD Form 448
2. DD Form 448-2
3. USARAK Form 552

  
RICHARD C. NICKERSON  
COL, GS  
Chief of Staff

## MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC 3. CONTROL SYMBOL NO. 4. DATE PREPARED 5. MIPR NUMBER 6. AMEND NO

ISA/MOA ###

7. TO:

8. FROM: (Agency, name, telephone number of originator)

9. ITEMS ☒ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f

Identify ISA/MOA by entering this information.

SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

1. GRAND TOTAL

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)

PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

CRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT

15. AUTHORIZING OFFICER (Type name and title)

16. SIGNATURE

# ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)

2. MIPR NUMBER

3. AMENDMENT NO.

4. DATE (MIPR Signature Date)

5. AMOUNT (As Listed on the MIPR)

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

- a. ☐ ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)
- b. ☐ ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)
- c. ☐ ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW
- d. ☐ THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. ☐ MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS- IS NOT ACCEPTED (\$ REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT  
CATEGORY I

9. TO BE PROCURED BY DIRECT CITATION OF FUNDS  
CATEGORY II

ITEM NO.  
a

QUANTITY  
b

ESTIMATED PRICE  
c

ITEM NO.  
a

QUANTITY  
b

ESTIMATED PRICE  
c

In this area,, break the cost out by service and APC. For example:

APC

Estimated Amount

CABW (Water Filtered).+,

51,800

FLTK (Service Orders)'. ,

147,800

FACL (Refuse Coll.)

26,200

Identify ISA/MOA by entering this information  
along with any other remarks.

d. TOTAL ESTIMATED PRICE

d. TOTAL ESTIMATED PRICE

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS

12. FUNDS DATA (Check if Applicable)

- a. ☐ ADDITIONAL FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_ ARE REQUIRED (See Justification in Block 13)
- b. ☐ FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

ISA/MOA ###

14. ACCEPTING ACTIVITY (Complete Address)

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

16. SIGNATURE

Enclosure 2

## APC REQUEST

Work Flow

Requesting Activity  
Data Rec'd W.F.

TACTICAL

317-384-2126  
Request by Harold Sharp 31 May 2001  
by: \_\_\_\_\_ Date Input \_\_\_\_\_ by: \_\_\_\_\_

1 ADD/CHANGE/DELETE

CHANGE

- 2 FY
- 3 APC
- 4 FAC
- 5 PROG DIR
- 6 DEPT
- 7 BASIC SYMBOL
- 8 LIMIT
- 9 OA
- 10 ASN
- 11 FSN
- 12 AMS (11)
- 13 XREF APC
- 14 CUST #
- 15 DESCRIPTION (43)
- 16 AOB LEVEL
- 17 FUNCT COST
- 18 MDEP
- 19 DAILY FUND LEV
- 20 TDA 78 REPORT
- 21 GEO AREA (FHA)
- 22 UIC

1

## For APC desk only

PY  
RD  
PE  
LC  
SC  
EXP  
CEIL  
78 LEV

ISA306 Refuse Collection - Navy

## INSTRUCTIONS

1. To establish new APC, complete blocks 1-22
2. If new customer is needed, complete section 23
3. To re-establish a deleted APC, complete 1-3
4. To change existing APC, complete 1-3 plus block to be changed ONLY.

## CUSTOMER NUMBER REQUEST

Installation Accts

23

Requesting Activity  
Date Rec'd in IA

by: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date Input: \_\_\_\_\_ by: \_\_\_\_\_

Authority to bill  
ISSA/MIPR  
Doc No  
Date  
Amount  
AMS Code  
Detail SCX-ref APC to bill  
Bill Mailing AddressCust #  
O A

## DODAC INFORMATION

Stock Fund

24 NO SUPPLIES NEEDED

Date Rec'd SF

by: \_\_\_\_\_

Date input \_\_\_\_\_ by: \_\_\_\_\_

DODDAC Numbers

When creating or updating an APC, enter the  
ISA/MOA number first and then the descriptive  
text.